



## JOB OPENING ANNOUNCEMENT

DATE: July 24, 2008

JOB TITLE: OB / Gyn Nurse

REPORTS TO: Clinic Manager

STATUS: Full Time, 40 hours per week

**JOB SUMMARY:** The Jamestown Family Health Clinic seeks a full time OB/Gyn Nurse to provide professional nursing services with direction from a qualified licensed physician. This includes assessing patient's condition, administering medications, providing health education, responding to patient inquiries and completing necessary documentation.

**MINIMUM QUALIFICATIONS:** Position requires knowledge of professional nursing theory, regulations and practices to evaluate and provide patient care, a minimum of two years experience in obstetrics and/or gynecology, graduation from an accredited school of nursing, [RN strongly preferred], current license in Washington state and current First Aid/CPR certification. Also need knowledge of common safety hazards and precautions to maintain a safe work environment including infection control and environmental safety, skill in preparing and maintaining records and responding to correspondence in writing as needed regarding patients. Candidate should demonstrate clinical competence in the provision of patient care, skill in problem solving in a clinical setting, ability to communicate clearly and effectively, maintain quality nursing care standards, flexibility for changing demands, prioritize activities, ability to work effectively as a team member with physicians and other staff and to appropriately interact with patients and their families. American Indian/Alaska Native preference for qualified candidates.

**Apply Online:** [Application form](#)

Send resume/cover letter via email to:  
[jobs@jamestowntribe.org](mailto:jobs@jamestowntribe.org)

Call Gene Burwell, Clinic Manager at:  
**360.582.2874** for more information.

**Or Fax:** 360-683-4005

**Mail:** Human Resources  
1033 Old Blyn Hwy  
Sequim, WA. 98382

**Open Until Filled.**

# **OB/Gyn Nurse**

## **JAMESTOWN FAMILY HEALTH CLINIC**

Position Description  
Updated December 2007

**SALARY RANGE:** (Depending on Qualifications)

**REPORTS TO:** Clinic Manager

### **POSITION SUMMARY AND RESPONSIBILITY:**

The OB/Gyn Nurse provides professional nursing services with direction from a qualified licensed physician. This includes assessing patient's condition, administering medications, providing health education, responding to patient inquiries and completing necessary documentation.

### **QUALIFICATIONS:**

1. Graduation from an accredited school of nursing, RN strongly preferred. Current license in the state of Washington.
  2. The candidate must have a minimum of two years experience in obstetrics and/or gynecology.
  3. Current First Aid/CPR certification.
  4. Knowledge of professional nursing theory, regulations and practices to evaluate and provide patient care.
  5. Knowledge of common safety hazards and precautions to maintain a safe work environment including infection control and environmental safety.
  6. Skill in preparing; and maintaining records and responding in writing as needed to correspondence regarding patients.
  7. Demonstrates clinical competence in the provision of patient care.
  8. Skill in problem solving in the clinical setting.
  9. Ability to communicate clearly and effectively.
  10. Ability to maintain quality nursing care standards.
  11. Ability to work effectively as a team member with physicians and other staff.
  12. Ability to appropriately interact with patients and their families.
  13. Ability to be flexible to changing demands and to prioritize activities.
  14. Indian preference.
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## DUTIES:

1. Observes, records and reports patient's condition including reactions to drugs and treatments to the physician.
2. Provides general nursing care to patients including administration of medications and treatments in accordance with nursing and clinic standards.
3. Obtain and document patient history.
4. Prepares patients for physician examinations. Screens patients for appropriate information. Instruct patients in collections of samples and tests.
5. Educates patient/family regarding health maintenance and wellness, nutrition, medications, diagnostic procedures and treatments.
6. Responds to/refers incoming patient treatment-related phone calls. Instructs patient and family regarding medications and treatment instructions.
7. Maintains and reviews patient records, charts and other pertinent information.
8. Assist physician with procedures, obtain and process specimens.
9. Facilitate the flow in information between the physician, patient and pharmacy regarding prescriptions and refills. Document the communication.
10. Complete lab test referrals, document and communicate results as needed. Schedule and track tests and procedures as directed by the physician or clinical supervisor.
11. Data entry and documentation of clinical information as needed.
12. Answer phone calls, relay information and instructions to patients. Document phone calls.
13. Complete other tasks as needed or as assigned.